

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

DOCUMENTS TECHNICIAN

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Documents Technician is the second level in a four level Printing Services series. Incumbents perform routine graphic design activities in the production of printed materials. Incumbents also operate and maintain computerized reproduction equipment and offset printing presses.

The Documents Technician is distinguished from the Documents Assistant by its responsibility for performing routine graphic design activities. The Documents Technician is distinguished from the Graphics Technician, which is responsible for performing complex graphic design and serving as a lead worker, making work assignments, overseeing the work of other technicians, training, ordering and distributing supplies, preparing reports, and performing administrative tasks in the absence of the supervisor.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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|----|--|--------------|
| 1. | Prepares and produces a variety of printed materials for customer print jobs for in-house production or commercial printer service, which requires the use of pre-press, printing, collating, and bindery and finishing equipment. | Daily
25% |
| 2. | Operates a variety of graphic design, desktop publishing, and database processing software. | Daily
15% |
| 3. | Prepares basic layout and may assist with graphic design work, including logos, reports, flyers, brochures, and/or other applicable items. | Daily
10% |
| 4. | Maintains and troubleshoots copiers, bindery equipment, prepress equipment, offset presses, and/or other related equipment; performs minor and routine repairs. | Daily
10% |
| 5. | Operates a variety of bindery equipment, which may include cutters, folders, punches, binders, drills, and/or other related items. | Daily
10% |
| 6. | Completes print requisitions, updates job tracking database, and inputs time tracking. | Daily
10% |
| 7. | Consults with various City departments and outside vendors regarding job specifications. | Daily
5% |
| 8. | Provides walk-in clients with quick-copy services. | Daily
5% |

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<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
9.	Monitors and stocks paper and supply inventory, ensuring appropriate volume to facilitate efficient operations.	Monthly 5%
10.	Provides back-up coverage for mail services staff.	Occasion- ally 5%
11.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- High School Diploma, or GED, and three years of print shop experience are required;
OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

- Basic Class C License

Knowledge (position requirements at entry):

Knowledge of:

- Graphic design applications and related software
- Print production principles and practices
- Basic design and layout techniques for print jobs
- Basic mail standards and procedures
- Digital copy systems and related copier systems
- High and medium-speed production copiers
- Applicable tools and equipment utilized in assigned area or responsibility
- Paper types and weights
- Mathematical concepts
- Customer service policies, principles and practices

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Skills (position requirements at entry):

Skill in:

- Providing customer service
- Using computers and applicable software applications
- Preparing, analyzing, and maintaining operational records
- Performing design and layout of print jobs
- Safely operating and maintaining applicable tools and equipment
- Prioritizing and assigning work
- Performing routine and minor maintenance and repair activities
- Preparing and performing mathematical calculations
- Managing multiple priorities simultaneously
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business/organizations, elected and appointed officials, etc. sufficient to exchange or convey information and give and/or receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting and intense noises.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008